

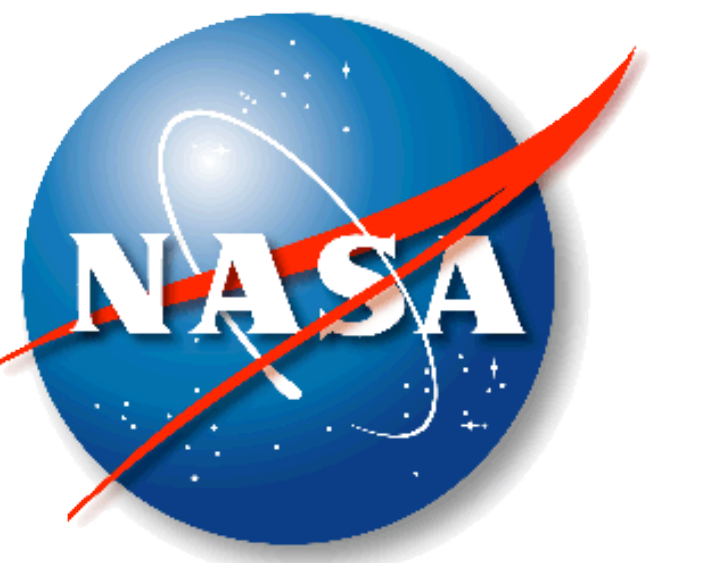


Code 400 Design Team Process & Tools Group

Updated Status

April 19, 2011

Process & Tools Group Membership



- Kevin Carmack – Group Lead
- Dan Blackwood
- Dena Butler
- Pietro Campanella
- Mike Donnelly
- Bryan Fafaul
- David Foertschbeck
- Linda Greenslade
- Jerry Kosko
- Matt Ritsko
- John Wolfgang

Process & Tools Team Needs More People, Please Consider Joining The Team

Process & Tools Group Outcomes



	Outcome#1 Streamlined Reporting	Outcome #2 Internal Process Improvements	Outcome #3 External Process Improvements
1	Staff Meetings	GOLD Rules	Project 'Control' Process for 7120.5
2	Pre-MSR / MSR Process	Independent Review Process	Closed-loop EEE Parts System
3	NOAA-NASA Oversight of Programs / Projects (Both Polar and Geo)	Lessons Learned	Rapidly Changing IT Requirements
4	Reporting to HQ for BPR, GAO, OMB, etc.	Project / Program Tools	

Process & Tools Group Outcomes -- Status



Outcome #1: Streamlined Reporting

	Specific Measures/When:	Team Lead	Status	ECD
1	The FPD will develop processes for the timely circulation of relevant information	Jim Greaves	Code 400 implemented distribution of Staff Notes and other relevant information such as Anomaly Reports to appropriate organizations	Complete
2	The FPD will re-structure MSR reporting	Dan Blackwood	Several changes to the MSR have been implemented and discussions continue with Stake holders to significantly simplify the GSFC MSR. New draft guidelines being generated and will be out for review in June	June 2011
3	The FPD will develop a combined approach for reporting NOAA projects	Mike Donnelly	After extensive coordination efforts, it has been determined that there is not sufficient desire to combine the reporting - no further action will be taken at this time	N/A
4	The FPD will propose a consistent format for MSR, BPR, and other monthly reporting venues	Dan Blackwood	Several changes to the MSR have been implemented and discussions continue with Stake holders to significantly simplify the GSFC MSR and address other reporting formats (BPR, etc). New draft guidelines being generated and will be out for review in June	June 2011

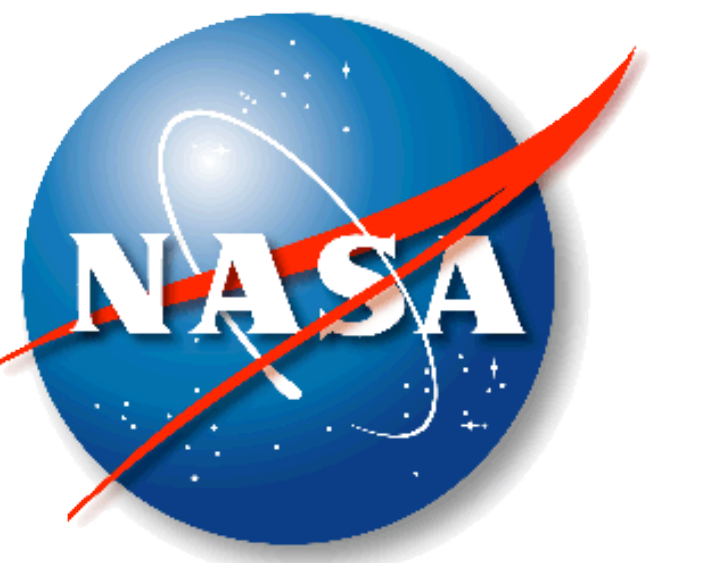
Process & Tools Group Outcomes -- Status



Outcome #2: Internal Process Improvements

	Specific Measures/When:	Team Lead	Status	ECD
1	The FPD will work with Code 300 to develop tools to expedite the approval process for waivers to the GOLD Rules	Matt Ritsko	Review of current process complete. Short term recommendations being implemented include revising waiver form and providing additional training to educate Projects. Long term, looking at utilizing the current RFA tool to track and process GOLD Rule Waivers. Offers visibility, uses existing tool, and provides monthly tracking	August 2011 (TBC)
2	The FPD will work with HQ and the Systems Review Office to develop a hierarchy of technical and programmatic reviews that satisfies the needs of both the Center and HQ	John Wolfgang	Discussions continue with all parties, no significant progress yet	TBD
3	The FPD will work with Code 300 to develop a useable Goddard process for Lessons Learned	Linda Greenslade & David Foertschbeck	Initiatives to date which have been centered around developing and maintaining a LL database, don't work (SURPRISE!). Pursuing a more holistic approach to LL is needed. Working a strategy to shift from a racking and stacking database LL approach, to a multi-faceted, integrated approach to LL.	September 2011 (TBC)
4	The FPD will develop a database of available tools for a variety of program/project management functions	Dena Butler & Pietro Campanella	Project survey of tools complete. Data is compiled and being organized for dissemination via the Code 400 home page. Data will assist new Projects in in tool selection, allow tool specific expert support, and IT security compliance	September 2011 (TBC)

Process & Tools Group Outcomes -- Status



Outcome #3: External Process Improvements				
	Specific Measures/When:	Team Lead	Status	ECD
1	The FPD will create a requirements verification database for 7120.5 to aid projects in assessing / controlling mandated Project Management Requirements	Bryan Fafaul	Conducted 2 meetings with Code 599 in December 2010. Code 400 effort is very similar with AETD effort to with Systems Engineering Requirements Document. In March 2011) – Met with Code 599 again and have initiated 7120.5 DOORs effort. Larger effort needs to be taken to get all control requirements documentation into database form	August 2011
2	The FPD will establish a closed loop requirements / approval / procurement system for controlling EEE parts used by all Goddard Projects	Kevin Carmack	Current tool generated by ELC Project is being used by 3 Projects. Working to complete meetings and interview process of past & existing Projects for inputs into the database (May 2011), then define interfaces and means of communication between the Projects / Branches / Procurement. Prepare and submit proposal with status and implementation plan to Code 400.	September 2011
3	The FPD will establish an internal group that will assist projects in consistently and efficiently implementing the rapidly changing IT Security requirements for the flight systems	Bryan Fafaul	Glory Project used as a test case to fully understand scope and complexity of the issue. Working Group formation completed within Code 400. Consolidate reference material for Mission IT Sec Requirements and post on Code 400 Documents and Reference has been completed. Currently working to generate DOORs database of Mission IT Security requirements to assist Projects in maintaining compliance with latest NASA and USG requirements	August 2011

Summary



- Everyone is very busy and progress has been slow, but the good news is we are making progress
- The Process and Tools Team needs new people, new ideas to insure we continue to improve the tools and processes that we rely on everyday

Please Consider Joining One Of The Code 400 Design Teams, We Need YOUR Help!